

2100 Ross Avenue Conference Center

General Information:

The Conference Center business hours are from 8:00am – 5:00pm, Monday through Friday.

Cleaning and Set-up/Booking Fees are as follows (with a minimum of 2 hours):

Conference Room B2	\$30.00 per hour
Conference Room B1	\$30.00 per hour
Combined Room	\$50.00 per hour
Boardroom	\$45.00 per hour
Pre-Function/Terrace Area	\$25.00 per hour

- If needed, the event coordinator will be allowed access into the room 30 minutes prior to the scheduled start of the meeting.
- Invoicing will be sent via monthly billing and is due within 30 days.
- No Saturday or Sunday events permitted.
- If an outside entity will be serving alcohol at the event, a copy of their TABC license is required.
- If a tenant will be serving alcohol at the event, a copy of their COI with Host Liquor Liability and Alcohol Rider are required.

Equipment*:

- Apple TV (Boardroom only)
- Wireless Microphone
- Wireless Lapel Microphone
- Presentation Remote
- Clickshare (wireless, quick connect to screen from laptop)
- Complimentary Wi-Fi

Condition of Room:

- All materials brought into the room should be removed as soon as the meeting is completed.
- If the equipment box is checked out, it must be returned to the management office upon completion of the meeting.
- Standard cleaning is included in the room charge. However, additional charges will be assessed if extra care is needed (stains on carpet, marks on wall, etc.).
- Do not use tape/thumbtacks on any windows, walls or on the furniture in the conference rooms.

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Reservations:

The conference center is for 2100 Ross tenant use only.

- All reservations are on a first-come, first-served basis.
- All reservations for the use of conference rooms must be requested through the Electronic Tenant Handbook online at 2100rossave.info.
- Reservations will be confirmed via email.
- Standing reservations will not be allowed.
- Please inform us if meeting attendees will be arriving from outside the building and will be utilizing our visitor parking. Tenants are responsible for validating their attendees' parking.
- Cancellation must be through Electronic Tenant Handbook. The tenant understands that the full reservation will be invoiced, unless a cancellation is made within 48 hours of the event.
- Any change to the reservation within 24 hours of the event will result in a \$100.00 fee. If the reservation is on Monday, all changes must be submitted to Property Management before 12pm on the Thursday before the event.
- Items cannot be stored in the room the day before or after a meeting.
- Exceptions to any rule must be discussed and approved by Property Management prior to the meeting.

*Tenant is always welcome to bring any of their own IT/AV or other equipment to use in the conference centers.